

2004-05 CTE INDUSTRY UPDATE PROGRAM

Information Sheet

PROGRAM DESCRIPTION

The 2004-05 CTE Industry Update Program provides educators the opportunity to update their knowledge and skills and receive on-the-job training in CTE program-related industries. Applicants are especially encouraged to pursue experiences in new technology and innovations consistent with their CTE programs by participating in one or more of the following program offerings:

1. **FAM Tour (business/industry tour):** A customized visit to a business/industry site to view the workplace environment. Emphasis will be placed on viewing the integration of the Arizona Workplace Standards in a workplace environment. The experience will enrich an applicant's understanding of the business and its career opportunities and will offer an understanding of the industry's needs relative to CTE program competencies. *Stipends are available at a rate of \$250 maximum for 5 days or \$50 per day.*
2. **Job Shadowing Experience:** A prearranged individual or small-group experience that is focused on a specific business or a broad industry group. The applicant will "shadow" an individual throughout a normal workday. He/she will observe the occupational and attitudinal skills needed in the workplace and will gain knowledge of specific tasks and duties relative to one or more positions. *Stipends are available at a rate of \$350 maximum for 5 days or \$70 per day.*
3. **Externship:** A customized experience whereby applicants will receive current information about a business by working and taking an in-depth look at a firm or organization. Time will be spent pursuing either a scaled-down version of a worker's duties or actual tasks connected with a specific position. The activities are planned to accomplish applicants' predetermined goals and to provide information relevant to a business or industry. *Stipends are available at a rate of \$500 minimum for 40 hours or \$1,000 maximum for 80 hours.*

ELIGIBILITY

This program is available for middle school/junior high and high school CTE teachers and/or academic teachers working with CTE teachers instructing Level I (middle school/junior high), Level II, and/or Level III programs in Arizona. Counselors who are responsible for the career guidance of CTE students or administrators who work with CTE teachers and programs are also eligible to participate in any of the program offerings.

LENGTH/DATES/STIPENDS

This program will be offered October 1, 2004, through September 30, 2005. Participants should specify a particular period of time when they are available (i.e., a school break in the fall, winter, spring or summer, weekends, etc.). The stipend is paid after submission of all required paperwork and may take 6-12 weeks to process. If a program is pursued during school hours, then the stipend will be paid to the school district for reimbursement of a substitute teacher (up-to-\$100 per day not to exceed 10 days). An applicant should submit a separate second or third application when applying for a different program offering within the contract period.

REQUIREMENTS

Applicants will be required to: (1) submit an application and training plan, (2) participate in an orientation, (3) participate in program activities, (4) submit a lesson plan that incorporates the training plan objectives, (5) submit a written summary of the experience, and (6) complete an exit questionnaire. The application, training plan, and lesson plan must address a specific CTE program/course and the students who will directly benefit from the applicant's experience. *Note: Graduate credit is available from NAU.*

SELECTION CRITERIA

The selection of applicants is based on the impact participation in the program will have on a specific CTE program/course and its students. Applications will be processed in the order in which they are received. Final approval will be based on the availability of funding. Applicants will be notified of their acceptance within 2 weeks of receipt of all application materials.

POTENTIAL AREAS TO PURSUE

Applicants will be asked to indicate how the CTE Industry Update Program will enhance the implementation and delivery of their CTE program by selecting **one or more** of the following objectives: (1) incorporate academic content into CTE courses; (2) become familiar with current innovations in CTE; (3) determine the skills students need to meet the requirements of the industry; (4) provide a link between industry representatives and CTE students; (5) establish partnerships to utilize in an advisory capacity or as a resource; (6) update curriculum with what is relevant to business/industry; (7) improve the selection, supervision and support of CTE staff, courses and programs; and/or (8) coordinate career guidance and counseling efforts to align with placement and graduation requirements for CTE programs.

SITE SELECTION

FAM Tour (business/industry tour), Job Shadowing Experiences, and Externships will be available at various locations throughout the state. Applicants may suggest a preferred site that they want to pursue or the University Program Coordinator will find a location for them. The **final** program offering selection(s) and the business site selection(s) must be approved by the University Program Coordinator.

LODGING/TRANSPORTATION

Any expenses incurred for lodging, meals, and transportation will be the responsibility of the school district or program participant.

CTE INDUSTRY UPDATE PLANNING INFORMATION

Applicants should determine their preference (one of three) for a program offering and the amount of time they wish to participate in that program. Program availability may dictate the amount of participation time and dates. Applications may be secured from the university Professional Development Office or they can be found on ADE's Career and Technical Education website www.ade.az.gov/cte/WhatsNew. Applications should be completed and returned to the University Program Coordinator listed below. An incomplete application will be returned to the applicant to be completed. Orientation sessions will be offered in workshop settings and online. Contact the University Program Coordinator for specific orientation information.

CTE LOCAL DIRECTOR APPROVAL

The CTE Local Director **or** district contact for CTE must approve each participant's completed application. ONE OF THESE SIGNATURES IS REQUIRED ON THE APPLICATION. If the application is submitted electronically, an e-mail confirmation/approval from the CTE Local Director or district contact is required.

UNIVERSITY PROGRAM COORDINATOR

Susan Cooper

Northern Arizona University - Institute for Future Work Force Development

P.O. Box 6025

Flagstaff, AZ 86011-6025

Phone: (928) 523-1398

Toll free: 1-800-522-2283

FAX: (928) 523-6395

Email: susan.cooper@nau.edu